

BURLINGTON PUBLIC LIBRARY BOARD OF LIBRARY DIRECTORS MEETING AGENDA
Tuesday, March 7, 2023 – 7:00 PM

Attendance: Jodi Papazian, Sandy Mazeau, Sandy Hierl, Dan Cooper, Craig Winter, Tricia Galvin, Jennifer Cavallari, Debbie Fields and Jodi Kryzanski **Absent:** Kevin Mullen

1. CALL TO ORDER 7:02 PM

2. PUBLIC COMMENT None

3. APPROVAL OF MEETING MINUTES FROM FEBRUARY 7, 2023 Motion to Approve Sandy Hierl, Seconded by Dan Cooper

4. CORRESPONDENCE None

5. ONGOING BUSINESS

a. FRIENDS OF THE LIBRARY

- Book sale coming up March 31st and April 1
- Current total for donations to date: \$5101 - trending ahead of budget
- Memorial donation for books on Italy \$150
- Working on rebranding Friends of the Library

b. POTENTIAL BUS STOP AT LIBRARY LANE

- Per last conversation with Region 10 superintendent this is not feasible at this time

c. LIBRARY LANE SIGN

- Will move forward with a sign that contains the name of the library and hours of operation. Will decide on a sign design after reviewing options.

d. ARPA GRANT

- Databases, software (Adobe Pro for staff), hardware
- Furniture for Children's section
- Storage containers and supplies
- Summer intern (to digitize History collection)

Additional ideas for ARPA funds - enhance the outside, increase opportunities for outside activities both during library hours and when library is closed (e.g., gardens), upgrade the foyer of the library with a presentation board (e.g., chalk wall)

6. NEW BUSINESS

- Suggestion to add the following sentence to The Complaint Policy and Procedure policy: Complaint forms must be filled out by a Burlington resident or Burlington taxpayer. Motion to approve addition to policy Jennifer Cavallari, seconded by Debbie Fields, motion passed unanimously.
- BOLD suggested looking for sample language on restrictions on public comment, and to ask Jodi to follow up on how to follow up on challenges to library materials.

7. DIRECTOR'S REPORT

a. BUDGET REPORT

Error noted on the Public Library - Telephone/Communication line was brought to the attention of the Finance Director and fixed.

Budget expenditure is slightly below the time of year. Cost of books continues to increase. Computer Service line will be charged with an outstanding cost for services that will cost more than budgeted due to missed filing for a discount in 2021. Current applications for discount going forward are in place.

b. LIBRARY STATISTICS

Monthly statistics continue to be strong and increases are noted (e.g., circulation, monthly visitors, use of Tumblebooks)

c. UPCOMING NEWS/EVENTS

Children's programs are very popular.

Current teen librarian, will be leaving March 18th. As the library looks to fill the position, the hours will be increased and responsibilities adjusted slightly to include support of children's programs in addition to working with teens.

d. BUILDING REPORT

Repairs were necessary to fix/remediate problems in bathrooms and hallway near community room and stacks allegedly caused by patrons in February.

The library is seeking repayment for the damage. Will file an insurance claim as needed.

8. ADJOURNMENT 8:24 PM

Motion to adjourn Tricia Galvin, seconded Dan Cooper

NEXT MEETING IS SCHEDULED FOR TUESDAY, APRIL 4, 2023 AT 7:00